

## Appendix Five – Club Safeguarding Action Plan

The following is a sample list of duties of the Club Welfare Officer and can be completed with support from IHI.

Areas of Responsibility Compliance and Policy Implementation	Happening in the Club (Y/N)	Evidence	To be Done By Whom	To be Done By When
Ensure the club has adopted the IHI Safeguarding Policy.				
Ensure records on each junior member are up-to-date and held in line with data protection, including and special needs of the junior players that should be known to leaders. <ul style="list-style-type: none"> <li>o Evidence of parental consent form with relevant medical information and permission to participate.</li> <li>o Records stored online and secured.</li> <li>o Codes of Conduct for junior players on view.</li> </ul>				
To ensure each Sports Leader has completed an appropriate selection process; including necessary vetting <ul style="list-style-type: none"> <li>o Signed Codes of Conduct with Self-Declaration questions stored securely online, successfully completed a vet,</li> <li>o Vetting invite issued and ID check complete.</li> <li>o Copies of Declaration of Intent held for each volunteer.</li> <li>o Copies of reference forms for visiting/unknown coaches.</li> </ul>				
To ensure the club bye-laws and regulations include safeguarding policies as outlined in IHI safeguarding policy, including evidence of: <ul style="list-style-type: none"> <li>o Complaints, disciplinary and appeals procedures for junior player welfare concerns.</li> <li>o The anti-bullying statement.</li> <li>o Safety statement – including evidence of risk assessment, templates and incident forms.</li> <li>o Rules in relation to travelling with junior players,</li> </ul>				

supervision and physical contact, social media, photographic guidelines. o Review club bye-laws, rules and regulations with the club's executive.				
To ensure reporting procedure is widely distributed in the club: o Evidence of reporting procedure on website/displayed within club premises. o Name of National Safeguarding Officer listed within club. o Name of Club Welfare Officer listed within club. o Process for dealing with allegations against Sports Leaders known to club management				
To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by junior players or adult volunteers o To randomly complete exit interview with at least 6 players per season. o Complete exit interview with volunteer.				

<b>Areas of Responsibility</b>	<b>Happening in the Club (Y/N)</b>	<b>Evidence</b>	<b>To be Done By Whom</b>	<b>To be Done By When</b>
Child-centered ethos  To ensure that the junior players have a voice in running of the club to include: o Evidence of consulting with players in relation to the junior activities in the club. o Use of older junior player to consult welfare message across junior sections –				

anti-bullying, code of conduct and additional welfare policies				
<p>To ensure that there are steps junior players can take to express concerns about their sports activities and experiences:</p> <ul style="list-style-type: none"> <li>o Evidence that junior players know the name(s) of the CWO and contact details.</li> <li>o Do they know the message of 'one-good adult', highlighting the influence trusted adults have on the young person's positive mental health?</li> <li>o Are bullying posters displayed at club facilities?</li> <li>o Is there a junior friendly version of the reporting process available in the club?</li> <li>o Is information in a variety of formats to allow for inclusion of junior players with disability and/or special needs.</li> </ul>				
<p>To influence policy and practice within the club in order to prioritise junior players' needs:</p> <ul style="list-style-type: none"> <li>o Does CWO sit on/have access to the club's management committee.</li> <li>o Is CWO consulted about changes in the club, junior rules, disciplinary procedures and other related policies?</li> </ul>				

Areas of Responsibility Information & Advice	Happening in the Club (Y/N)	Evidence	To be Done By Whom	To be Done By When
<p>To promote awareness of the safeguarding statement within the club, among junior players and their parents/guardians.</p> <ul style="list-style-type: none"> <li>o Start of season presentation given by CWO.</li> <li>o Section on the club website dedicated to safeguarding, club policy on website and template forms.</li> </ul>				
<p>To host regular information meetings for the junior players and their parents/guardians so</p>				

<p>that parents and players know what is expected</p> <ul style="list-style-type: none"> <li>○ Presentation includes season outline, safety information and information re safeguarding policies</li> <li>○ Policies made known to parents, code of conduct, travel and supervision, disciplinary and reporting concerns.</li> </ul>				
<p>To encourage the appropriate involvement of parents/guardians in the club activities:</p> <ul style="list-style-type: none"> <li>○ Parents rota for supervision.</li> <li>○ Arrange appropriate training for all volunteers.</li> <li>○ Maintain database of all trained personnel, including details and dates of training.</li> </ul>				
<p>To act as an advisory to Sports Leaders on best practice in junior inline hockey:</p> <ul style="list-style-type: none"> <li>○ Ensure volunteers have up-to-date information from IHI, including nutrition and mental health information/research.</li> <li>○ Observe that all adults are encouraging player development appropriately.</li> </ul>				

CWO refers to Club Welfare Officer.